



Department of Energy
Washington, DC 20585

DEC 29 2005

MEMORANDUM FOR HEADQUARTERS PROGRAM RECORDS OFFICIALS

FROM: DEPARTMENTAL RECORDS OFFICER
OFFICE OF THE CHIEF INFORMATION OFFICER *[Signature]*

SUBJECT: NUMBERED MEMORANDUM RM 06-16
2006 ANNUAL INFORMATION MANAGEMENT
CONFERENCE (AIMC) AWARDS

On Friday, December 23, 2005, the AIMC committee issued a DOECAST announcing the opening of the nomination process for the 2006 AIMC awards. The AIMC awards will be giving recognition for outstanding individual and group performance in the areas of Executive Leadership, Technical Excellence, Management/Administrative Excellence and for Students or Interns that have excelled during their stay at DOE. The purpose of this memorandum is to provide supplemental guidance for recognition in the Records Management community. Attached are supplemental criteria to be considered when recommending a nominee for an award in records management. Also attached is the nomination form to be used to submit your nomination.

Nominations for awards are due Wednesday, January 18, 2006. When submitting your nomination for records management:

1. Be sure to make a notation on the form that your nomination is for Records Management.
2. As directed in the announcement, forward your nomination to Sandra Brouard, the Awards Committee Chairperson.
3. If you have questions about the awards, as indicated in the DOECAST, please direct them to Sandra.

This is an opportunity to make known the contributions made in records management. We encourage your participation in recognizing the important work being performed throughout the RM community.

2 Attachments

cc: RMFO's

